

LTA Clubhouses and General Property

It is vital that the general maintenance of the Clubhouse and general property is kept up to date. This will help to prevent injury and ensure that the premises are safe and secure.

Even where the hazards are the same, the control measures you adopt in relation to your property may have to be different from those in the examples, but the principles remain the same.

Q1 Who owns the clubhouse and property associated to the club?

- The Club
- The club house is not owned by you and it is recognised that responsibilities for fire risk assessments rest with the Property Owner. In this case, your answers to some of the following questions may be Not Applicable.

Q2 Is more than 50% of your building made of standard construction? (i.e. walls made of bricks and roof of tiles)?

- YES NO

Q3 Are your clubhouse and contents adequately insured?

- (YES) - Your clubhouse and contents are adequately insured.
- (NO) - Clubs should ensure that facilities they use are properly insured for their use and should request copies of insurance documents from operators. Clubs will also need their own insurance for the activities they operate.

Q4 When is the renewal date for your clubhouse and property insurance?

DD/MM/YYYY

Q5 Does your club have a membership form, health declaration, and emergency contact information form in place for its members, volunteers and paid workforce?

- (YES) - The club has a membership form and ensures completion of a health declaration and collects emergency contact information from all participants, volunteers and workforce.
- (NO) - Participants and volunteers/paid workforce should complete the relevant membership forms for clubs, as well as additional information in relation to health issues/medical requirements, emergency contacts

Q6 Is there a structured cleaning and maintenance programme in place to ensure that all kitchen areas are always clean, tidy and free from obstructions?

- (YES) - The club has a structured cleaning and maintenance programme in place to ensure all kitchen areas are clean, tidy and free from obstruction
- (NO) - Users of the kitchen should be made aware of the dangers of leaving areas in an unsafe condition so trip hazards are removed, spills are cleaned straight away and emergency exit routes are free from obstructions
- NOT APPLICABLE

Q6 Are the premises secured at night to prevent unauthorised access, damage, or theft?

- (YES) - The club ensures that the premises are secured at night to prevent unauthorised access, damage or theft.
- (NO) - Clubs carry a duty of care for any one who accesses your site, this duty extends to periods outside of normal operating times and as such clubs should ensure that unauthorised access is restricted and deterred.

Q7 Has the fixed electrical wiring been inspected by a competent electrician in the last 5 years?

- (YES) - The club recognises the risks associated with electricity and ensures that a competent electrician inspects the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.
- (NO) - There are risks associated with electricity therefore a competent electrician should inspect the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.

Q8 Has a fire risk assessment been completed for the clubhouse/ property?

- (YES) - A fire risk assessment is in place for the clubhouse / property.
- (NO) -The clubhouse/ property is required to have a fire risk assessment in place (Regulatory Reform (Fire Safety) Order 2005. See link for more information about fire and fire risk assessments; <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>
- NOT APPLICABLE

Q9 Does the clubhouse have an automatic fire alarm system?

- (YES) - The clubhouse has an automatic fire alarm system in place
- (NO) -The clubhouse does not have an automatic fire alarm system in place.

Q10 Is the fire alarm service by an external contractor every 6 months?

- (YES) - The club ensures that the fire alarm is serviced by an external contractor every 6 months.
- (NO) -The fire alarm should be subject to planned maintenance every 6 months.
- NOT APPLICABLE

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Q11 Has a responsible person been appointed for fire safety within the building?

- (YES) - The club has appointed a person to be responsible for fire safety within the building. They are trained in fire procedures and lead the facilities plan and actions with regards to fire safety.
- (NO) - A responsible person, trained in fire procedures and safety should be appointed to lead the facilities plans and actions with regards to fire safety.
- NOT APPLICABLE

Q12 Are evacuation points clearly marked and information posted with regards to where they are located?

- (YES) - The club has clearly marked evacuation points and provides information as to where the points are located on the site.
- (NO) - Evacuation points should be clearly marked and information provided as to where the points are located on the site.

Q13 Are fire extinguishers available for tackling small fires and aiding escape?

- (YES) - Fire extinguishers are available for tackling small fires.
- (NO) - Fire extinguishers should be easily accessible for tackling small fires and aiding escape of the building.

Q14 Are the fire extinguishers annually serviced?

- (YES) - Fire extinguishers are regularly serviced in accordance with manufacturers requirements.
- (NO) - Fire extinguishers should be serviced in accordance with manufacturer's requirements.
- NOT APPLICABLE

Q15 Is there adequate first aid provision in place for the facility including supplies and people?

- (YES) - The club has assessed what accidents may occur and has determined that they have adequate first aid provisions for the facility.
- (NO) - A first aid assessment should be carried out to identify what accidents may occur and as a result what first aid provision should be available on site. Further information can be found on the HSE website under first aid.

Q16 Is the gas boiler regularly serviced by a Gas Safe Engineer?

- (YES) - The club's gas boiler is regularly serviced by a Gas Safe engineer.
- (NO) - It is recommended that the Club instructs a Gas Safe registered Gas engineer to service the boiler in accordance with the manufacturer's recommendations.
- NOT APPLICABLE